

CONTENT FOR THE STEP BY STEP GUIDE:

These tips and instructions are provided to ease the registration process. It is recommended that you print a copy of this page and have it handy as you complete the registration process.

When you arrive at the landing page for registration complete the requested information below and select Subscribe. This will generate an e-Mail to you where you must confirm your subscription. You may then log into the service with your user name and password and click submit.

A new page will be presented and you should select subscribe on the bottom line entitled Government Support Services. This will bring you to a drop-down box with all the commodity codes. Select the code(s) that best meet your interests. You may select as many codes as you wish but this must be done one code at a time. Each time you select a code, click on select and the list of codes will be presented a second time (or as many as necessary) so that you may select additional codes.

Once the code selection is complete, you may click on LOG OUT. You will then receive information each time an RFP, ITB or other solicitation document is posted regarding any of the codes you selected.

Please fill in the following fields to create your State of Delaware Subscription Service account. In order to establish this account, your email address **must** be accurate. If you are blocking, filtering or managing SPAM emails, you **must** allow emails from diss@state.de.us this account will allow you to receive information directly from different state agencies.

[Click here](#) for information on our Privacy Policy.

User Name	<input type="text"/>	(min 3 characters)
First Name	<input type="text"/>	
Last Name	<input type="text"/>	
Password	<input type="password"/>	(min 8 characters)
Verify Password	<input type="password"/>	
Email Address	<input type="text"/>	
	<input type="button" value="Submit"/>	<input type="button" value="Reset"/>

In the event that you do not begin receiving notices of solicitations, it is recommended that you visit www.bids.delaware This will ensure you have visibility into solicitations and be an indication that something needs correcting with your registration, in which case you may contact the [Contracting Unit](#) for additional assistance.